

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND
INSTRUCTION 36-2302**

2 AUGUST 1999

Personnel

**AIRMAN LEADERSHIP SCHOOL SYSTEM
(ALSS)**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements [Air Force Policy Directive 36-23](#), *Military Education*. Its purpose is to provide guidance on the management of Airman Leadership Schools and establishes procedures to foster continuous improvement. This instruction is for use by commanders, command chief master sergeants, Airman Leadership School (ALS) Flight Chiefs, and other organizations to create continuity among AFSPC ALSs for meeting the basic requirements of the Community College of the Air Force (CCAF) accreditation. It also provides guidance for improving facility standards and forecasting budget requirements. It does not apply to the Air Force Reserve Command nor Air National Guard units. The reporting requirement in this directive is exempt from Report Control Symbol (RCS) licensing in accordance with [AFI 37-124](#), *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

1. The Airman Leadership School System (ALSS):

1.1. The ALSS represents AFSPC's minimum requirements in four specific areas. They are faculty recruitment and development, facilities, program management, and curriculum administration. Each area includes a command strategic vision, a brief definition of the standard, and a list of specific standards to follow.

1.1.1. Strategic Vision. The strategic vision section explains the objective for the area.

1.1.2. Standard. The standard section states the minimum overall requirements for the area.

1.1.3. Specific Standards. These are specific standards critical to fulfilling the requirements and are producible or demonstrable results to satisfying the standard.

2. ALS Advisory Council (ALSAC):

2.1. A key factor in the growth and development of ALSs is the involvement and support by wing leadership and organizations on the installation. Under the ALSS concept of operations, the ALSAC

is established to address ALS issues, identify potential improvements, and monitor implementation of new initiatives.

2.2. Each host wing will establish an ALSAC, with a charter signed by the wing commander. The Command Chief Master Sergeant chairs the ALSAC with a structure as listed below and will meet at least quarterly. Additionally, if there is another Command Chief Master Sergeant assigned to the base, they should be included in the ALSAC membership. The charter will include, as a minimum: a purpose statement, goals and objectives, a list of permanent representatives, and procedural requirements such as the frequency of meetings and how to approve, publish, and distribute minutes.

2.3. Organizational Structure (Permanent Membership):

2.3.1. Command Chief Master Sergeant (Chair):

2.3.2. ALS Flight Chief:

2.3.3. Include additional organizational representatives as needed; (i.e., squadron commanders, first sergeants, wing quality advisors, public affairs, communications/computer systems, civil engineers, financial management). Publish meeting minutes NLT 10 working days after the meeting. The minutes will be signed by the command chief master sergeant and indorsed by the wing commander. Forward a copy to local agencies and to HQ AFSPC/DPPXE, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4450.

3. Faculty Recruitment and Development:

3.1. Strategic Vision. The success of the ALS program is dependent upon the recruitment and professional development of its faculty. The flight chief will ensure each staff member has the required skills, necessary knowledge, and proper attitude to create a strong ALS program. The recruitment and professional development of the ALS faculty are primarily the responsibility of the flight chief, but every echelon of command, as well as the individual, shares it.

3.2. Standard. ALS flight chiefs will develop programs to support the needs of the faculty and staff in the areas of recruitment, professional development, continuing education, and training.

3.3. Specific Standards:

3.3.1. All ALS flight chief and instructor positions will be staffed according to the grade requirements in Air Force Manpower Standard (AFMS) 16A1.

3.3.2. The flight chief must recruit and hire high caliber, professional faculty members.

3.3.3. Tour length for 8T000 positions is four years with extensions approved on a case by case basis. Requests for extensions must be accomplished within the last 9-12 months of the tour to preclude assignment action.

3.3.4. Establish professional development programs as defined in the Career Field Education and Training Plan (CFETP).

3.3.5. An effectively planned and conducted In-Service Training (IST) program must be in place as defined in the 8T000 (CFETP).

3.3.6. All instructors must hold at least an associates degree and teaching practicum within one year of assignment. If an associates degree is not obtained within one year, CCAF will be notified and their guidance will be followed to resolve the situation.

3.3.7. ALS faculty will not be assigned additional duties that will hinder their ability to instruct or participate in exercises while class is in session.

4. Facilities:

4.1. Strategic Vision. The success of the ALS depends upon an adequate allocation of physical resources and effective management of those resources. Physical resources include facilities, administrative office space, campus, instructional equipment, and supplies. Stand alone dedicated facilities provide the ideal environment for the ALS program.

4.2. Standard. The installation commander ensures adequate facilities are obtained, managed and used in order to meet the requirements of the ALS program.

4.3. Specific Standards:

4.3.1. Facilities are dedicated for use by the ALS program and meet the criteria established in the [AFSPCH 32-1004](#), *Facilities Excellence Program and Standards Handbook*, *the Installation Facilities Excellence Plan*, and [AFH 32-1084](#), *Facilities Requirements*, (Chapter 6 – Category Group 17, Training Facilities).

5. Program Management:

5.1. Strategic Vision. All facets of the ALS should be conducted with the student as the primary concern. The flight chief establishes written guidance to ensure the program is conducted within the guidelines provided by Air Force, College of Enlisted Professional Military Education (CEPME), AFSPC, and local instructions.

5.2. Standard. Effective program management is the responsibility of the flight chief. As an advocate the ALSAC ensures the success of the program, supporting the flight chief in areas of program management.

5.3. Specific Standards:

5.3.1. Develop an annual class schedule that meets training needs, IAW Air Force Manpower Standard (AFMS) 16A1. The flight chief must take accession rate, qualified instructors, adequate facilities, possible promotion withholds, and PCSs to non-ALS locations into consideration.

5.3.2. Students must meet minimum eligibility requirements IAW [AFCAT 36-2223](#), *USAF Formal Schools*. Requests for eligibility waivers must be forwarded to HQ AFSPC/DPPXE.

5.3.3. Select airman to attend ALS on a priority basis in the following order:

5.3.3.1. SSgt selects with no PME, with PCS orders to a base not having an ALS.

5.3.3.2. SSgt selects with no PME.

5.3.3.3. SrA with PCS orders to a base not having an ALS.

5.3.3.4. Remaining eligibles according to date of rank.

5.3.4. ALS is mandatory; therefore declination is not an option. Anyone not having 12 months retainability from the date of graduation will not be considered eligible for selection.

5.3.5. Students attending ALS are considered TDY and are exempt from duties that detract from program completion i.e., additional duties and exercises.

- 5.3.6. The appropriate seminar size (student to instructor ratio) ideally should not exceed 12-1.
- 5.3.7. Conduct orientation program for new commanders, first sergeants, supervisors, and selected students.
- 5.3.8. Conduct a formal graduation banquet (unless location/available resources prohibit).
- 5.3.9. Distribute class quotas to squadrons NLT 30 days prior to class start date. Quotas will be filled NLT 7 days prior to class start date.
- 5.3.10. ALS flight chiefs will forward the annual class schedule, the training opportunity rate, and the number of graduates after each class to HQ AFSPC/DPPXE, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4450. The training opportunity rate is the ratio of projected training quotas divided by the number of eligible students over the next year.
- 5.3.11. The flight chief prepares budget submissions and allocates funds for professional development, physical resources, facilities, and TDYs.
- 5.3.12. Forward any changes to the instructor database NLT the 15th of each month.

6. Curriculum Administration:

6.1. Strategic Vision . Success of the ALS program is dependent upon the proper implementation of the education program. Course length, academic day, current curriculum, proper instructor/student evaluations, and instructional program is developed based upon this criteria, and changing the criteria invalidates the parameters used to develop the course. Therefore, it is critical that each ALS conducts the course under the established guidelines.

6.2. Standard. The flight chief will ensure the CEPME curriculum is administered according to current USAF Enlisted PME Procedural Guidance. Waivers must be approved by CEPME.

6.3. Specific Standards:

- 6.3.1. Maintain a master curriculum.
- 6.3.2. The class schedule reflects course, academic day and individual class length.
- 6.3.3. Student and instructor evaluations are conducted IAW the USAF Enlisted PME Procedural Guidance.
- 6.3.4. Authorized Awards. The only awards authorized are the John L. Levitow Award, the Distinguished Graduate Award, the Academic Achievement Award, and the Leadership Award.

BOBBIE GERVAIS, Col, USAF
Director of Personnel

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACROYNMS

References

AFI 32-1084, *Civil Engineering Facility Guide*

AFSPCH 32-1004, *Facilities Excellence Program and Standards Handbook*

AFCAT 36-2223, *USAF Formal Schools*

AFH 36-2235V2, *Information for Designers of Instructional Systems*

AFPD 36-23, *Military Education*

AFI 36-2301, *Professional Military Education*

Career Field Education and Training Plan (CFETP) SDI 8T000

College of Enlisted Professional Military Education Procedural Guidance

Abbreviations and Acronyms

ALS—Airman Leadership School

ALSS—Airman Leadership School System

AFMS—Air Force Manpower Standard

CCAF—Community College of the Air Force

CEPME—College of Enlisted Professional Military Education

CFETP—Career Field Education and Training Plan

IST—In-Service Training